Fairfax
County
Park
Authority



12055 Government Center Parkway Suite 927 Fairfax, VA 22035-1118 (Direct) 703.324-5273 (Fax) 703.324-3976

November 14, 2003

Dear Applicant:

We are pleased you have expressed an interest in our 2004 summer season of Rec-PAC. We will have programs in 53 Fairfax County Public Schools throughout Fairfax County. To be considered for an interview with the summer camp programs, please complete the enclosed application and bring it with you to one of the following Open Hire dates:

Thursday, January 8th	Noon to 5:30pm
Thursday, March 11th	Noon to 5:30p.m.
Thursday, May 13 th	Noon to 5:30 p.m.
Thursday, May 22 nd	Noon to 5:30 p.m.
Thursday, March 18 th NEW**	4:30pm-8:30pm

^{**}Thursday, March 18th 4:30pm – 8:30pm @ Mt. Eagle Elementary School , 6116 N. Kings Hwy, Alexandria, VA 22303

All Open Hires will be held in the Government Center Complex (Pennino Building) on the 10th Floor except Thursday, March 18th. The address is:

12011 Government Center Parkway, 10th Floor Fairfax, VA 22035-1115.

If you are unable to attend the mandatory orientation and training sessions, or you cannot commit to the entire length of the program, you may apply for a "substitute only" position. Please visit our website for more program information at www.fairfaxcounty.gov/parks or call or office for recorded employment information with program dates for 2004 at **703.324.5514.**

You will need to bring Social Security Card and Driver's License and Bank information to be considered for employment. Should you have further questions, please do not hesitate to contact the Youth Services Section at (703) 324-5273.

Sincerely,

Janet H. Weaver, Manager RecPac Program Leisure & Wellness Branch

Employment Application (for Non-Merit Positions)



*Two recommendations must be submitted with application. Job applied for _____ Date: Name: First MI Last Address: Social Security #______(Bring SS Card to interview) *Proof of identity and eligibility for employment in the U.S. is needed (prefer driver's license and SSCard) Are you legally eligible to work in the U.S.? () Yes () No If you are not a U.S. citizen, are there any restrictions on your eligibility for employment? Have you ever worked for Fairfax County? ()Yes If yes, which agency? Current/Former County Grade/Step? Do you have a high school diploma? () Yes ed a G.E.D.? ()Yes () No () No Education: Have you passed a G.E.D.? ()Yes Name and location of the last high school you attended: _____ Higher Education: School From/To Credits Earned Degree Area of Study Name/Location Special Qualifications/skills (typing, shorthand, foreign languages, professional licenses, certifications, etc Are you able to perform the essential duties of the job for which you are applying with or without reasonable accommodation? ()Yes ()No Have you ever been convicted of any offense against the law? ()Yes ()No Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in military. If yes, give date, place, charge, court and fine or sentence. A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all facts. Have you ever been fired or asked to resign from a job? () Yes ()No If yes, give name and address of employer and describe reason: A firing or resignation does not automatically exclude you from employment. The circumstance, time elapsed, and recent

Experience: The selection process for most positions involves an evaluation of relevant education and experience. Therefore, it is important you provide enough details so your qualifications can be properly evaluated. Start with most recent employment first. Include military service and volunteering. You may attach additional pages or personal resume. Complete all requested information.

Present Employer	Date From	Date To		
Address	Avg Hrs/Wk	Telephone Number		
Job Title	Starting Salary	Ending Salary		
Supervisor's Name	Duties/Responsibilities:			
Reason for Leaving				
Present Employer	Date From	Date To		
Address	Avg Hrs/Wk	Telephone Number		
Job Title	Starting Salary	Ending Salary		
Supervisor's Name	Duties/Responsibilities:			
Reason for Leaving				
Please list other employment experience on the back.				
I certify that the information I have provided on this application is true to the best of my knowledge. I understand that falsifying information may be grounds for immediate termination.				
Applicant's Signature				
Applicants Signature		Dale		

Fairfax County Park Authority Rec Leader I - Site Leader



Job Description:

Under the supervision of the Site Director, the site leader is responsible for the program planning and implementation of the recreational day camp program. This includes all field trips, pool activities and special events where applicable. The site leader shall adhere to all guidelines outlined in the RecPAC Training Handbook. He/She will be responsible for organizing and maintaining all camp equipment, supplies and camp areas. The Site leader will be responsible for preparing and distributing camp activity calendars and activity summaries. He/She will be responsible for documenting all accidents, injuries, incidents, complaints, and problems. In addition, site leaders are responsible for the overall supervision of the children enrolled in the program including: ensuring health & safety precautions are met and complying with FCPA Standard Operating Procedures.

Qualifications:

Staff must be of good character and reputation and be capable of accepting training, carrying out assigned tasks, communicate orally and in writing, communicate with Emergency personnel and understand instructions on prescriptions.

All Site Leader staff must be at least 18 years of age and have a minimum of 2 Months experience actually working with children in a group setting.

In addition, all Camp Counselors must:

- 1. Agree to a Criminal Background Check, including fingerprinting and a Central Registry Check completed by Child Protective Services.
- 2. Provide negative TB test results (Valid for two years).
- 3. Attend at least 12 hours of staff development and training and a site orientation.
- 4. Have current First Aid and CPR certifications.
- 5. Have NEVER been convicted of a felony or a misdemeanor related to abuse, neglect, exploitation, or other barrier crimes as listed on the Sworn Disclosure Statement of the Criminal Record Check.
- 6. Provide at least 2 references.

Revised 09/02